



## Wichita Police Department Policy Manual

Approved by:

### Policy 214 – Department Uniforms and Equipment

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Bureau

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- 214.01 R The Wichita Police Department recognizes 12 different uniforms that can be worn (when approved) by members of the organization. The official WPD uniform is worn by police officers, uniformed service officers, warrant officers, security officers, security screeners and station clerks.
- A. The official WPD uniform will consist of the following clothing and equipment:
    - 1. Uniform pant
    - 2. Short or long sleeve uniform shirt (necktie when required)
    - 3. Badge
    - 4. Nameplate
    - 5. Trouser belt
    - 6. Approved footwear
    - 7. Duty belt and belt keepers
    - 8. Shoulder patches
    - 9. Badge patches
    - 10. Weapon and weapon holster
    - 11. Handcuffs and handcuff holder
    - 12. Mace and aerosol weapon holder
    - 13. Ammunition magazines and magazine holder
    - 14. Baton and baton holder
    - 15. Body armor (in accordance with Regulation 6.109)
  - B. The following uniform and equipment items are optional when wearing the WPD uniform:
    - 1. Mock turtleneck shirt with WPD embroidery
    - 2. Coat or jacket
    - 3. Scarf
    - 4. Uniform cap with cap strap and cap piece
    - 5. Whistle
    - 6. Exam gloves and exam glove holder
    - 7. Flashlight and flashlight holder
    - 8. Gloves
    - 9. Stocking cap
    - 10. Black headband
    - 11. Taser and taser holster
    - 12. Raincoat
    - 13. Traffic vest
    - 14. Radio holder
    - 15. Riot/duty helmet
    - 16. Key holder
- 214.02 R When wearing the official WPD uniform, members shall exhibit at least the following:
- A. Official WPD shirt, bearing the appropriate badge, shoulder patch, rank insignia, the member's nameplate, and service tab. The wearing of all other emblems/badges listed in Policy 214.45 is optional;
  - B. Official WPD trousers, worn on the outside of any shoes, boots or overshoes;
  - C. A black trouser belt;
  - D. Black socks, of at least ankle length;
  - E. Official WPD shoes or boots.
  - F. Body Armor (in accordance with Regulation 6.109)
- 214.03 The decision to wear a short-sleeved [uniform] shirt or a long-sleeved [uniform] shirt shall be left to the discretion of the individual member, year-round [except for special events for which the Chief of Police designates one or the other]. Either may be worn underneath any official WPD coat.
- A. When a long-sleeved shirt is worn, the cuffs shall be buttoned, and an official WPD necktie or mock turtleneck shirt is required.
  - B. When a short-sleeved shirt is worn, no necktie or mock turtleneck or other type of long-sleeved undergarment is permitted. If an undergarment t-shirt is visible it must be white in color with no logos.

- 214.04 When in uniform, the decision to wear the official WPD uniform cap shall be left to the discretion of the individual member, year-round (except for special events for which the Chief of Police or a Division Commander decrees its wearing mandatory).
- 214.05 The black, WPD ball cap may be worn:
- A. On-duty by:
    - 1. Members of the Air Section;
    - 2. Members wearing utility clothing (when authorized by a Bureau Commander or above);
    - 3. With the department soft uniform.
  - B. Off-duty, with civilian clothing, by all members.
- 214.06 The Departmental "Class A" uniform shall consist of the following:
- A. Long sleeved official WPD shirt;
  - B. Official WPD trousers, with a black trouser belt;
  - C. Black socks;
  - D. Official WPD shoes or boots that are shined;
  - E. Necktie;
  - F. Uniform cap;
  - G. Duty jacket, if weather necessitates.
- 214.07 R Equipment may be worn on the duty belt, in any manner comfortable to the member and acceptable in terms of safety, utility, and appearance; however, all required equipment must be present on the belt. Required equipment for Department members is as follows:
- Police Officers, Warrant Officers, Security Officers, and Station Clerks
- A. Pistol and holster;
  - B. Handcuffs and holder;
  - C. Magazine pouch with two magazines;
  - D. Department-issued baton and holder [except members who are on administrative duty];
  - E. Aerosol Weapon and holder [except members who are on administrative duty].
  - F. Body Armor (in accordance with Regulation 6.109)
- Service Officers and Security Screeners
- A. Handcuffs and holder;
  - B. Department-issued baton and holder [except members who are on administrative duty];
  - C. Aerosol Weapon and holder [except members who are on administrative duty].
- 214.08 Department members who receive a riot helmet as a part of their initial issue-equipment shall be responsible for such as follows:
- A. Each uniformed officer and uniformed service officer, assigned to field duty shall have a riot helmet in his/her immediate possession while on-duty.
  - B. Each uniformed officer and uniformed service officer assigned to administrative duty shall maintain a riot-helmet in serviceable condition, for use when necessary.
- 214.09 Members who purchased a green scarf and/or stocking cap prior to regulation color being designated as black may continue to wear these items, provided they have no decoration, fringe, tassels, etc. Stocking caps, headbands and scarves may be worn when the weather necessitates.

- 214.10 If a member desires to wear gloves while in uniform, they must be black and made of neoprene, leather or a leather-like material. Gloves are for protection against cold weather as well as protection while searching persons/property, unless otherwise authorized by the Chief of Police.
- 214.11 Members may wear rain gear as the weather dictates, but only regulation raincoats and/or rain suits may be worn.
- 214.12 When in uniform, members may wear either shoes or boots, but they must be of the type designated by the Training Bureau Commander as regulation footwear. They are to be kept clean and shined at all times.
- 214.13 A reflective vest will be issued to uniformed members of the Department as part of their initial issue equipment. This vest or any other authorized garment with reflective material shall be worn when engaged in the following activities:
- A. Directing traffic, either on-duty or while working an off-duty job.
  - B. While working, or assisting at, the scene of an accident on any street or highway.
- 214.14 Members who purchased an authorized green sweater before it was discontinued as official Department uniform equipment may continue to wear it over either a short or long sleeved uniform shirt at anytime a member wishes. The sweater must be tucked in the official WPD trousers. When wearing a sweater:
- A. A Departmentally issued Wichita Police metal badge shall be worn on the left side of the sweater in the badge holder.
  - B. A Departmentally issued nameplate and service tab shall be worn on the right side of the sweater in the award patch holder.
  - C. Wichita Police Department shoulder patches, and gold cloth chevrons (rank insignia for sergeants), shall not be worn on the sweater.
  - D. Award bars, wreaths, and Departmentally issued emblems and decorations are optional; if worn, they shall be worn on the right side of the sweater on the award patch holder according to Department procedures.

#### MOCK TURTLENECK SHIRTS

- 214.15 Members may purchase an authorized black mock turtleneck shirt with WPD insignia from their clothing allowance. The shirt shall be worn only under the long sleeved uniform shirt in place of a necktie, except when in class A uniform attire.

#### NON-UNIFORMED MEMBERS:

- 214.16 Dress standards for non-uniformed members will be established by each Division Commander. Except for selected positions, such as undercover assignments, these standards will be in compliance with the City of Wichita dress guidelines and the Department Standardized Dress Guidelines.

#### INITIAL ISSUE:

- 214.17 Every new member of the Department, or new member of a specialized unit that has its own issued uniform requirements shall receive an initial equipment-issue in accordance with the approved equipment list maintained by the Training Bureau Commander.
- 214.18 All members will receive a Wichita Police Department ID card when hired by the Wichita Police Department.
- 214.19 A member who is transferred into an assignment that has initial issue equipment designated, will receive said equipment once the Training Bureau Commander receives the Administrative Order authorizing the transfer. No member will receive duplicates of equipment which he/she has been issued for previous assignments and of which he/she is still in possession.
- 214.20 Issued leather items (except footwear) which need replacement as a result of normal wear and tear will be replaced at Departmental expense. These items should be viewed by a supervisor to verify the need of replacement, and an Officer's Report will be forwarded, through channels, with supervisor comments, to the Support Services Division Commander requesting the replacement.
- A. The replacement will be provided from the used stock on hand if possible.
  - B. Replacement of authorized, but not issued leather (such as the SSIII Security Holster), due to normal wear and tear, shall be the responsibility of the department member, through his/her clothing allowance. An issued item that has expired or been expended shall be taken to the quartermaster for replacement. No report is required and a supervisor does not need to view the item(s). This includes body armor and aerosol weapon canisters.

#### CLOTHING ALLOWANCE:

- 214.21 Each member who is authorized to receive an annual clothing allowance shall not become eligible for such until he/she has completed one (1) year of employment with the Wichita Police Department. On that date, the amount of the

allowance which he/she will be granted shall be based upon the percentage of the year which remains between that day and the end of the current year [e.g., a member who completes one (1) year on June 30 will receive fifty percent (50%) of the annual allowance for the remainder of that year].

- 214.22 Any commissioned officer who transfers from a uniformed position to non-uniformed duty shall be allowed to use his/her total annual clothing allowance, minus the amount he/she has already used, in salary augmentations for civilian-clothing purchases. Division Commanders will determine which assignments within their divisions are considered uniformed and which are non-uniformed.

- 214.23 Each item of equipment paid for by a member's clothing allowance shall be limited to those designated as regulation equipment by the Chief of Police. The Training Bureau Commander will maintain the list of approved regulation equipment. Only regulation equipment will be worn on or with the official uniform.

- A. Members making voucher-purchases may do so only from the vendor(s) approved by the Chief.
- B. Members may purchase regulation equipment from the Quartermaster, when the desired items are available, using their clothing allowance.
- C. Members who are promoted to the next rank will be allowed to purchase his/her badge from their previous rank in its current condition at replacement cost. The purchase must be made within 30 days from the date of promotion and can be made by cash or check. Promotion will include all badge carrying positions.

**LOST/STOLEN/DAMAGED EQUIPMENT:**

- 214.24 Each member to whom equipment is issued, or who purchases such through his/her clothing allowance, is responsible for the items' care, maintenance, and safekeeping. Should any such item become lost, stolen or damaged, the member to whom the equipment is assigned shall forward an Officer's Report with incident case number, through channels, to the Support Services Division Commander, fully explaining the situation. The supervisors in the chain of command will provide comments on the Officer's Report for the Support Services Division Commander to review.

Within five (5) days, the Support Services Division Commander shall review the circumstances surrounding the incident and shall issue a written decision designating one (1) of the following three (3) methods of resolution:

- A. The member to whom the equipment was issued pays for replacement/repair:
  - 1. From his/her personal funds; or
  - 2. From his/her clothing allowance.
- B. The City of Wichita pays for replacement/repair.
- C. The item is replaced by the Quartermaster from the Police Supply Room, at no charge to the member to whom the item was issued.

The Support Services Division Commander's written decision will be sent to the Training Bureau for filing, a copy will be sent to the originating officer, and a copy will be maintained in the office of the Support Services Division.

**TERMINATION OF EMPLOYMENT:**

- 214.25 When a member terminates his/her employment with the Wichita Police Department:

- A. All Departmentally-issued clothing and equipment shall remain the property of the Wichita Police Department and shall be returned to the Training Bureau upon termination. After an employee's probationary year, uniforms and equipment purchased with clothing allowance become the property of the employee. However, employees may return this property to the Quartermaster if they elect to do so. If an employee elects to retain uniforms, all issued patches must be removed and returned to the Quartermaster. Departmental equipment that must be returned includes:

- 1. Badge and cap badge
- 2. Police patches
- 3. Riot helmet
- 4. Body armor
- 5. Duty-leather
- 6. Baton and holder
- 7. Mace
- 8. Handcuffs
- 9. Traffic vest
- 10. Rain jacket
- 11. Shooting badge
- 12. Ticket book holder
- 13. Keys
- 14. Secure I.D. token
- 15. County commission card

16. Identification card
17. Gun, magazines, and ammunition

EXCEPTION: Probationary employees will return all property, including uniforms, with the exception of shoes and boots.

Failure to return all or part of the departmentally issued equipment may result in the imposition of civil remedies through the Law Department.

- B. Prior to turning in equipment, officers shall acquire an Equipment Return Form from their supervisor. The form is available on the Police Secure Intranet, form 32-068. It shall be the responsibility of the terminating member to ensure that he/she turns in all City-owned equipment, in serviceable condition [e.g., clothing must be cleaned], to the Quartermaster.
- C. Members of the Department shall be assigned to 1<sup>st</sup> or 2<sup>nd</sup> Watch on their last day of work for the purpose of allowing the employees to return all required equipment to the Quartermaster, return keys and tokens to the appropriate Section, and complete an Exit Interview with a supervisor at the Training Bureau.
- D. A member shall not be allowed to purchase, nor shall he/she have given to him/her, any departmentally issued clothing and/or equipment, with the following exceptions:
  1. A member's badge may be purchased upon completion of twenty (20) years of service and retirement from the Department, or upon receiving a service-connected disability retirement or as outlined in policy 214.23 C.
  2. Occasionally, badges must either be refinished or replaced, due to normal wear and tear. If the quartermaster determines that a badge is in such poor condition that it will cost more to refinish than replace, the badge will be pulled out of service and replaced with a new or refinished badge, at no cost to the member.
  3. A member may purchase his/her City owned and issued duty handgun upon the completion of twenty (20) years of service to the Wichita Police Department and retirement from the Department, or upon taking a service connected disability retirement. (The disability retirement must not be for psychological reasons.) The weapon may be purchased at fair market value, as determined by the Chief of Police.
- E. Officers who leave the Department with a minimum of twenty (20) years of total cumulative service as a commissioned officer will be authorized to receive a retirement badge.

EXCEPTION: A retirement badge will be presented to an officer who has received a service-connected disability retirement prior to the achievement of twenty (20) years of service as a commissioned officer.

- F. Upon retirement from the Department, the officer will receive a retirement WPD ID card that will be issued from the office of the Chief of Police.

#### COMMAND STAFF UNIFORM

214.26 R Special dress-uniforms shall be worn by the Chief of Police and commissioned members of the Command Staff on certain occasions. The following is a description of the uniform, but modifications may be made by the Chief at any time.

- A. A staff coat/tunic will be issued to all command staff members. The tunic to be worn shall be dark green, shall have brass buttons running vertically up the front, and shall have a WPD shoulder patch on its left sleeve. Stripes on the tunic sleeves shall be as follows:
  1. Chief--Four half-inch stripes shall begin three inches from the bottom of the sleeves and be separated by a quarter-inch.
  2. Deputy Chief--Three half-inch stripes shall begin three inches from the bottom of the sleeves and be separated by a quarter-inch.
  3. Captain--Two half-inch stripes shall begin three inches from the bottom of the sleeves and be separated by a quarter inch.
  4. Chaplain--One half-inch stripe shall begin three inches from the bottom of the sleeves.
- B. All emblems, badges and decorations, other than rank and "W.P." insignia, shall be worn on the tunic in the same places Policy 214.45 dictates that they be worn on the shirt.
- C. A long-sleeved uniform-shirt shall be worn with a regulation necktie, rank insignia shall be worn as well as the "W.P." insignia, worn on each lapel of the blouse.
- D. Duty-belts are not worn with the Command Staff uniforms. All weapons are to be fully concealed.
- E. Uniform caps shall be worn with the Command Staff uniform when appropriate.

F. All other parts of the Command Staff uniform shall comply with Policy 214.01.

#### HONOR GUARD

214.27 The Honor Guard uniform shall be issued to all members of the Honor Guard. It will be worn only by members of the unit, and only when it has been officially activated by the Special Operations Bureau Commander. While on-duty, each activated Honor Guard member shall wear:

- A. The approved campaign hat with cap piece;
- B. The green blouse (worn over a white, round-necked T-shirt), with the Honor-Guard badge pinned to the blouse's left breast;
- C. The ascot around his/her neck, with the lower part of the ascot tucked neatly underneath the blouse;
- D. The uniform trousers with the wide, dark-green stripes, and a regulation belt;
- E. Regulation footwear;
- F. A "W.P." insignia on each lapel of the blouse;
- G. The lanyard on his/her left shoulder, with the large braid on the outside and the twin cords underneath the arm;
- H. White gloves;
- I. The duty-belt, with all equipment designated by the Honor Guard Commander as mandatory for each particular event;
- J. Honor Guard badge.

214.28 Honor Guard members are authorized to purchase from their clothing allowance the black Performance 5.11 polo shirt with gold embroidery and khaki 5.11 pant to wear when traveling to ceremonies or related training.

#### BICYCLE UNIFORMS

214.29 The Bicycle Patrol uniform shall only be worn by members who have received bicycle training and are currently assigned to duty on a bicycle. While on bicycle assignment each member may wear:

- A. Forest Green or Black bike shorts;
- B. Forest Green or Black cycling pants;
- C. Short-sleeve or long-sleeve yellow bike shirt;
- D. Forest Green and yellow or Black and yellow vest;
- E. Black cycling shoes;
- F. Cycling gloves;
- G. White micro shell police helmet;
- H. Nylon duty belt with nylon holster, nylon magazine holder, nylon baton holder, nylon exam glove holder, nylon flashlight holder, nylon handcuff holder, key holder, nylon aerosol weapon holder, belt keepers and a nylon radio holder.
- I. Black Spandex shorts with Logo

214.30 Officers who have been selected and trained for bicycle duty will be provided an initial issue of the bicycle uniform. Any replacements after that initial issue will be from the member's clothing allowance or in compliance with Policy 214.24.

#### EOD UNIFORMS

214.31 Officers assigned to the Explosive Ordinance Disposal Unit will be issued the following uniform items that can be worn during training or activation:

- A. Black Barrier Wear BDU Nomex IIIA overshirt;
- B. 2 Approved cotton long sleeve t-shirts;
- C. Black Barrier Wear BDU Nomex IIIA pant (military style, 6 pocket);

- D. Black cold weather cotton field jacket;
- E. Hatch Nomex gloves;
- F. Cav-Pro Nomex hood;
- G. Nylon gun belt with nylon holster and nylon ammo holder;

EOD members may purchase, at their option, the following items:

- A. 100% cotton black T-shirt with gold WPD Badge logo and WPD Bomb Unit logo on back;
- B. 100% cotton black long-sleeve shirt with sewn-on WPD Badge and WPD Bomb Unit shoulder patch, and "WPD Bomb Unit" stitched on the back;
- C. 100% cotton black utility pants;
- D. 100% cotton black pullover polo shirt with WPD Bomb Unit logo on the front;
- E. Black ball cap with WPD Bomb Unit patch;
- G. Drop Holster; must be in compliance with Regulation 4.140 (C)

#### MOUNTED UNIT

- 214.32 The Mounted Unit uniform shall be worn only by members of that unit, and only when it has been officially activated by the Special Operations Bureau Commander. While on-duty, each activated Mounted Unit member shall wear the issued campaign hat with cap piece which are the only items that differentiates this uniform from the official WPD uniform.

#### AIR SECTION

- 214.33 Officers assigned to the Air Section will be issued the following uniform items:

- A. Nomex flight suit with approved leather name tag and insignia;
- B. Nomex flight gloves;
- C. Flight helmet with integrated communication and noise reduction;
- D. Special Operations Flight Vest.

#### SCAT, UNDERCOVER, K9 AND GANG UNIT

- 214.34 R Officers assigned to SCAT, Undercover, K9 and Gang Unit will be issued the following uniform items:

- A. Hidden agenda jacket;
- B. Black 5.11 pants

SCAT, Undercover, K9 and Gang Unit members may purchase, at their option, the following items from clothing allowance:

- A. Black Performance polo shirt with embroidery (not authorized for undercover);
- B. Nomex gloves;
- C. Nylon duty belt with nylon holster, nylon magazine holder, nylon baton holder, nylon exam glove holder, nylon flashlight holder, nylon handcuff holder, key holder, nylon aerosol weapon holder, nylon belt keepers, and a nylon radio holder;
- D. Drop Holster; must be in compliance with Regulation 4.140 (B)
- E. Regulation footwear;
- F. Black ball cap;
- G. Load bearing vest (K9 Officers only);
- H. Black approved T-shirt (K9 Officers only)
- I. Black Hoodie (not authorized for undercover)

SWAT

214.35 Officers assigned to the SWAT Unit will be issued the following uniform items that can be worn during training or activation:

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- A. Hidden agenda jacket;
- B. Olive drab or camouflage, military style, 6 pocket;
- C. Olive drab or camouflage);
- D. Nomex gloves;
- E. Tactical body armor;
- F. Ballistic helmet;
- G. High Protection goggles;

SWAT members may purchase from their clothing allowance the following items that can be worn with this uniform:

- A. Black t-shirt with screen printed assignment, identification and badge logos;
- B. Black cap with SWAT logo;
- C. Regulation footwear;
- D. Nylon duty belt with nylon drop holster, nylon magazine holder, nylon baton holder, nylon exam glove holder, nylon flashlight holder, nylon handcuff holder, key holder, nylon aerosol weapon holder, nylon belt keepers, and a nylon radio holder;
- E. Drop holster; must be in compliance with Regulation 4.140(A)

SWAT NEGOTIATORS

214.36 Officers assigned to the Special Operations Bureau as SWAT Negotiators may purchase from their clothing allowance the following items:

- A. Black 5.11 polo shirt with dark green embroidery.
- B. Black 5.11 pants or a camouflage pant.

CRIME SCENE INVESTIGATORS

214.37 Personnel assigned as Crime Scene Investigators shall be issued the following uniform items:

Initial Issue:

- 4 – 5.11 Khaki trousers
- 3 – 5.11 navy blue short-sleeved shirts (with name embroidered)
- 3 – 5.11 long-sleeved shirts (with name embroidered)
- 1 - Jacket
- 1 - Raincoat
- 1 - Body armor
- 2 - Pairs of footwear
- 1 - Crime Scene Investigator or Crime Scene Supervisor badge (as position dictates)
- 1 - Shoulder patches
- 1 - Crime lab patches
- 1 - Badge patch for shirts and coat
- 1 - Trouser belt
- 1 - Nylon belt
- 1 - Aerosol weapon holder (only after certification to carry)
- 1 - Aerosol weapon (only after certification to carry)
- 1 - Criminal Code manual
- 1 - Badge clip holder
- 1 – Nylon exam glove holder
- 1 – Nylon flashlight holder
- 1 – Nylon key holder
- 1 – Nylon radio holder
- 1 - Flashlight
- 1 - Pair of gloves
- 1 - Stocking cap



1 - Set of nylon belt keepers

#### DEPARTMENT STANDARDIZED DRESS

214.38 The following guidelines govern the wearing of the Departmental Standardized Dress [DSD] in Bureau's where DSD's are authorized. The guidelines are consistent with City of Wichita Standardized Dress Guidelines. The DSD uniform items must be purchased from the member's clothing allowance.

- A. The approved shirts for the DSD are defined specifically by Division SOP's, but should consist of a button-down, short- or long-sleeved shirt with embroidered Department logo on the left breast.
- B. Shirt manufacturers, colors, logos, and contrasting embroidery colors for logos are pre-approved and no modifications, additions, deletions, or changes are allowed without the approval of a Division Commander.
- C. Pants or slacks must meet the current City of Wichita Standardized Dress Guidelines.
- D. Belt, socks and shoes must be worn. Denim clothing, athletic shoes of any type and suspenders may not be worn with the DSD.
- E. All clothing must be clean, neatly worn, and in good repair.

214.39 Exposed firearms must be worn on the belt in a Departmental approved holster (no shoulder harness). The badge will be worn on a badge clip, next to the firearm. Personnel are also required to carry a pair of handcuffs in a handcuffs holder and may carry additional magazines and/or any other authorized police equipment, as appropriate.

214.40 The approved shirt is considered part of a uniform. It is not to be worn while off-duty or at part-time employment. Only authorized police personnel may wear the standardized dress attire.

214.41 The standardized dress may be worn to court in the event of unforeseen notification. Normally, personnel will wear clothing outlined in policy regarding court attire.

214.42 Standardized Dress (where approved) is not mandatory. Personnel may elect to wear the official WPD uniform or business dress, as appropriate. Personnel wearing the standardized dress have the option of wearing jackets to conceal their firearms.

#### SOFT UNIFORM

214.43 Members of the department may purchase a soft uniform from their clothing allowance. The following guidelines describe and govern the wearing of the soft uniform when it is authorized:

- A. The approved shirt for the soft uniform is a green short or long sleeve polo with embroidered WPD badge on the left breast and the department members name embroidered on the right breast area. WICHITA POLICE will be embroidered on the back in 2 inch lettering.
- B. Shirt manufacturer, specific color, logos, and contrasting embroidery color for logos are pre-approved and no modifications, additions, deletions, or changes are allowed without the approval of the Chief of Police.
- C. The approved pants are the Tactical 5.11 in khaki color.
- D. Regulation footwear.
- E. When wearing this uniform it is the option of the commissioned members to wear the regular duty belt with all required equipment as defined in Policy 214.07, or with the DSD required equipment as defined in Policy 214.37. Officers in assignments where nylon duty belt equipment is authorized may also wear that equipment with the soft uniform. Uniformed non-commissioned members will adhere to equipment regulations in Policy 214.07.
- F. The wearing of the soft uniform is intended for situations where identification as a department member is desired, but the necessity of the official uniform is not necessary or practical. This may include neighborhood cleanup projects, in-service training, block parties, school field trips, etc. Other situations will exist where the wearing of the soft uniform is appropriate, but in all cases it will require prior authorization from a Division Commander. Officers who are authorized to wear the soft uniform may do so between the dates of May 1<sup>st</sup> thru October 31<sup>st</sup>.
- G. The soft uniform is authorized for court purposes only when the member is called to court unexpectedly and has not be subpoenaed in advance. The member must be in compliance with Policy 214.38, Departmental Standardized Dress [DSD].

#### AMBASSADORS

214.44 Ambassadors are non-commissioned personnel assigned to Field Services who are approved for an initial issue and wearing of a soft uniform that differs from the Departmental soft uniform. The following guidelines describe and govern the wearing of the soft uniform:

- A. The approved shirt for the Ambassadors is a white long or short sleeve polo shirt from an approved vendor, affixed with an embroidered City of Wichita Ambassador logo on the left breast. If an undergarment t-shirt is visible it must be white in color with no logos.
- B. The approved pants are khaki colored pants or walking shorts. Shorts are only approved if wearing the short sleeve shirt with no vest or jacket.
- C. Regulation footwear with black socks of at least ankle length.
- D. The following issued items can be worn with this uniform:
  - 1. A light duty 3-in-1 vest/jacket. This is a reversible light duty coat that is yellow on one side and blue on the reverse side. It also has a zip out liner that can be used as a blue vest. All items have the embroidered City of Wichita Ambassadors logo visible regardless of how the item is worn;
  - 2. Rain coat;
  - 3. Black leather, neoprene, or simulated leather gloves;
  - 4. Cap with City of Wichita logo;
  - 5. Stocking cap or headband
  - 6. Traffic vest;
  - 7. Equipment bag;
  - 8. Streamlight Stinger flashlight and nylon flashlight holder;
  - 9. Mace and nylon mace holder;
  - 10. Metal radio holder;
  - 11. 1½ inch black trouser belt.

#### INSIGNIA

214.45 When wearing the official WPD uniform, it is mandatory for Department members to wear the badge, shoulder patch, appropriate rank insignias for Sergeants and above, nameplate, and service tab. These items will be worn as follows:

- A. BADGE: A Departmentally-issued Wichita Police badge shall be worn above the left breast pocket of the outermost uniform garment [shirt, duty jacket, etc.]. In lieu of the metal badge, a cloth badge may be sewn onto the duty jackets.
- B. SHOULDER PATCH: The official Wichita Police Department patch shall be centered on the outside of the left sleeve, ¾ inch below the shoulder seam of the shirt and duty jacket.
- C. RANK INSIGNIA/SERGEANT:
  - 1. A miniature sized gold clutch back sergeant chevron shall be worn on each collar wing of the uniform shirt. The points of the chevron will be worn ¼ inch from the edges of the collar, touching the sewn seams of the uniform shirt.
  - 2. Gold cloth chevrons shall be worn on both sleeves of each uniform shirt and coat. The chevron shall be centered on the sleeve, and the chevron's apex shall be placed ¼ inch below the bottom of the shoulder patch.
- D. RANK INSIGNIA/LIEUTENANT AND ABOVE:
  - 1. A miniature rank insignia shall be worn on each collar wing of the uniform shirt, ½ inch back from and parallel to the front edge of the collar.
  - 2. A regular-sized rank insignia shall be worn on each shoulder of the duty jacket for lieutenants and above.
- E. NAMEPLATE: The nameplate shall be placed on the right shirt pocket, centered over the button.
- F. SERVICE TABS: The service tab will designate the year of the member's appointment to the Police Department. The service tab shall be attached to the bottom of the member's nameplate.
  - 1. A member's initial service tab shall be issued to him/her upon completion of one year of service.
  - 2. In the event of broken service, the service tab shall reflect the adjusted date of appointment.

- A. AIR SECTION: An officer assigned to the Air Section may wear his/her leather nameplate with pilot's insignia, name, and agency on his/her right breast; badge patch will be on the left breast.
- B. EXPLOSIVE ORDNANCE DISPOSAL [EOD] UNIT: Officers assigned to the EOD Unit may wear the EOD insignia on the left shirt pocket. Technicians who have completed Redstone Arsenal training shall be eligible to wear the EOD insignia with the star. Their assistants shall be eligible to wear the EOD insignia without the star.
- C. FIELD TRAINING OFFICER (FTO) PROGRAM: Officers assigned to the FTO program as training officers may wear the FTO insignia on their left shirt-pockets.
- D. D.A.R.E. INSTRUCTORS/SPECIAL WEAPONS AND TACTICS UNIT/MOUNTED UNIT/CANINE OFFICERS/HONOR GUARD: Officers in these assignments may wear their respective insignia on their left shirt pockets.

#### 214.47 AWARDS

- A. MARKSMANSHIP AWARDS: The marksmanship award, if worn, shall be centered over the right shirt pocket, ½ inch above the nameplate, or if award bar(s) are worn, ¼ inch above the top of the award bar(s).
- B. WREATHS: Once officially awarded, the Gold, Silver, or Bronze Wreaths shall be worn on the shirt, centered over the right pocket, ½ inch above the marksmanship award or other award bar(s).
- C. AWARD BARS: shall be centered over the right shirt pocket, ½ inch above the nameplate, and ¼ inch below the shooting badge, if one is worn. Two (2) or three (3) award bars may be worn in a row. If an officer has earned enough awards to warrant a second row of bars, the bar for the highest honor shall be worn on the top row closest to the left breast, with all other bars following in descending order.
- D. AWARDS FROM OTHER AGENCIES: may be worn in a manner consistent with the wearing of WPD awards, when approved by the Chief of Police.

#### ANIMAL CONTROL

- 214.48 Animal Control are non-commissioned personnel assigned to Support Services who are approved for an initial issue uniform. The following guidelines describe and govern the wearing of the uniforms: The Departmental Standardized Dress uniform may consist of the following items.

##### Initial Issue:

- 4 –Tactical trousers-navy
- 3 –Polo short-sleeved shirts-navy (with embroidery)
- 3 –Polo long-sleeved shirts-navy (with embroidery)
- 1 – Jacket-navy (with patches)
- 1 - Raincoat
- 1 - Pair of footwear
- 1-Body Armor
- 1 - Badge
- 1 - Badge clip holder
- 1 – Trouser Velcro belt
- 1 – Nylon duty belt
- 1 – Nylon belt keepers
- 1 – Nylon exam glove holder
- 1 – Nylon flashlight holder
- 1 – Nylon key holder
- 1 – Nylon radio holder
- 1 - Flashlight
- 1 - Pair of gloves
- 1 - Stocking cap
- 1 – Traffic vest
- 1-Baton
- 1-Baton Holder

#### UNIFORM/EQUIPMENT COMMITTEE

- 214.49 The Wichita Police Department's Uniform/Equipment Committee will be a permanent committee. The goal of the Uniform/Equipment committee is to research and analyze uniform apparel and equipment currently used by department personnel. The committee will consist of the Quartermaster and sixteen (16) diverse department members from different bureaus, with different work assignments. The Pre-Employment Lieutenant will serve as the Uniform/Equipment Committee Chairperson and will solicit volunteers with the approval of the Training Bureau Commander. The Uniform/Equipment Committee will meet on a quarterly basis.

- 214.50 The Uniform/Equipment Committee Chairperson's responsibilities will include the following:

- A. Receive recommendations for uniform apparel and equipment to present to committee members at future meetings.
  - B. Call a meeting of the Committee quarterly to consider recommendations.
  - C. Schedule Executive Staff meetings as necessary to seek approval of Committee recommendations.
  - E. Update the list of approved items on the departmental Intranet.
- 214.51 All uniform and equipment items must be approved by the Chief of Police before items can be worn by department personnel.